



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NC 28542-0004

BO 5370.11E  
BSJA  
28 AUG 2008

BASE ORDER 5370.11E

From: Commanding Officer  
To: Distribution List

Subj: EXECUTIVE BRANCH PERSONNEL CONFIDENTIAL FINANCIAL  
DISCLOSURE REPORTS

Ref: (a) 5 CFR Part 2634 (NOTAL)  
(b) DoD Directive 5500.7-R (NOTAL)

Encl: (1) Confidential Financial Disclosure Report (Executive  
Branch) - OGE 450 Form  
(2) Confidential Certificate of No New Interests  
(Executive Branch) - OGE 450-A Form  
(3) Executive Branch Personnel Confidential Financial  
Disclosure Reports

Reports Required: Executive Branch Personnel Confidential  
Financial Disclosure Report (OGE 450); or  
Confidential Certificate of No New Interests  
(OGE 450-A) (Report Control Symbol EXEMPT)

1. Situation. To implement the requirements of the references  
regarding the submission of enclosures (1) and (2), Confidential  
Financial Disclosure Report (OGE 450) and the Confidential  
Certificate of No New Interests (OGE 450-A).

2. Cancellation. BO 5370.11D.

3. Mission

a. Summary of Revision. This Order contains significant  
changes and should be reviewed in its entirety.

b. Personnel Required to File. Department of Navy (DON)  
personnel, GS-15 or Colonel/Captain (USN) and below (including  
Warrant Officers and Enlisted personnel) must file an initial  
and annual OGE 450/450A Form within 30 days of starting the

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

28 AUG 2008

position. When the Office of the Staff Judge Advocate (OSJA), the Agency Ethics Official, conclude their official responsibilities, the SJA, Agency Ethics Official requires Executive Branch Personnel, (enclosure (3)) to participate **PERSONALLY** and **SUBSTANTIALLY** through decision or **EXERCISE OF SIGNIFICANT JUDGMENT**, and **WITHOUT SUBSTANTIAL SUPERVISION**. Executive Branch Personnel will either review or take official action for contracting or procurement, administering grants, regulating or auditing any nonfederal entity, or other activities in which the final decision or action will have a direct and substantial economic effect on the interests of any nonfederal activity. (Contracting, procurement, and auditor personnel include, among others, persons who, as part of their basic duties, sign, negotiate, recommend, or approve contracts or other procurement actions, and those who, as part of their basic duties, are engaged in auditing activities or participating in the development of policies and procedures for performing audits.) The SJA, Agency Ethics Official has the authority to exclude an individual from the filing requirement on the grounds that the duties of the position **"make remote the possibility that he will be involved in a real or apparent conflict of interest."** Instructions for completing the OGE 450/OGE 450A Form are included as part of the form as enclosures (1) and (2).

c. General Filing Instructions

(1) New Entrant Reports. Reports are due within 30 days of assuming a position designated for filing, unless requested earlier, and should reflect all affiliations and financial interests held during the preceding 12 months from the date of filing. No report is required if the new entrant left another (different) filing position within 30 days prior to assuming the new position. The individual must, however, comply with any agency requirement for a supplementary report for the new position.

(2) Annual Reports

(a) Reports are due no later than 15 February. The reporting period is the preceding 12 months ending 31 December (or any portion thereof not covered by a new entrant report).

(b) A reporting individual shall file an annual report if the incumbent performed the duties in the covered position for at least 61 days during the preceding reporting period.

(c) A reporting individual who is reassigned or transferred from one covered position to another during the reporting period shall file an annual report whether or not he was employed in that position for 61 days.

(d) Previous filers may use the OGE 450-A Form in lieu of the OGE 450. This optional form may be used by eligible filers who can certify, after re-examining their most recent previous OGE 450 that they, and their spouse and children, have acquired no new interests required to be reported on the OGE 450; have not changed jobs; have not had a significant change in duties or a new position description written; and have a previous OGE 450 on file with their agency for their current position. A copy of the most recent OGE 450 MUST BE attached to the OGE 450-A when submitted. Consult with the OSJA, Agency Ethics Official regarding this process prior to the 15 February deadline.

(e) All filers, regardless of when they last submitted and OGE-450 must file a new OGE-450 every leap year. During interim years, refer to paragraph 3c(2)(d) of this Order in reference to filing the OGE 450-A.

(3) Extension of Filing Deadline. When required by reason of duty assignment, infirmity, or other good cause, an appropriate supervisor shall request in writing an extension of the filing deadline from the OSJA, Agency Ethics Official. These extensions can only be granted for the annual report and cannot exceed 90 days. Any annual statement filed after 15 February shall include an appropriate notation as to whether an extension of the filing deadline was requested and granted.

(4) Submission. Personnel who occupy a billet which is listed on enclosure (3) shall submit their completed and signed statement to their appropriate supervisor for review (Note: all precautionary measures should be taken to ensure the security of Personally Identifiable Information). The appropriate supervisor shall review, sign, and forward the completed OGE 450/OGE 450-A in a sealed envelope to the OSJA, Agency Ethics Official within 10 days of receipt.

(5) Forms Availability. OGE 450 and OGE 450-A can be obtained from the SJA, Civil Law Section. These forms are also available on the Internet at [http://www.dod.mil/dodgc/defense\\_ethics/](http://www.dod.mil/dodgc/defense_ethics/). Once at that website, click on Ethics Resource Library (listed on left) and click on Forms (on main screen).

d. Annual Review of Positions and Notification to File. Reference (b) directs commanding officers and heads of activities to coordinate with their ethics counselors (OSJA) and supervisors to ensure that position descriptions of individuals who must file an OGE 450/OGE 450-A contain statements reflecting that filing requirement. Additionally, new or revised position or billet descriptions must be reviewed (recommend consultation with the OSJA) to determine whether such statements are required.

4. Execution

a. Personnel Occupying Billets. Enclosure (3) obtains a direct list of personnel occupying billets required to submit a completed and signed OGE 450/OGE 450-A. Upon completion, submit the form/forms to your appropriate supervisor per the instructions contained on the form and this Order.

b. Appropriate Supervisors. Ensure that the individuals who occupy the positions listed in enclosure (3) submit an initial (within 30 days of assumption of duties) and annual OGE 450/OGE 450-A within the required timeframes.

c. Staff Judge Advocate. Serve as the Designated Agency Ethics Official. Review and maintain all completed OGE 450's/OGE 450-A's per the references. Ensure proper publication to the required personnel and tracking of annual ethics training requirements.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all personnel aboard Marine Corps Base, Camp Lejeune.

b. Signal. This Order is effective the date signed.

  
W. A. MEIER  
By direction

DISTRIBUTION: A, Categories I, II, & No 5, Category III

**CONFIDENTIAL FINANCIAL DISCLOSURE REPORT**  
Executive Branch

- Why Must I File?** The duties and responsibilities of your position require you to file the Confidential Financial Disclosure Report to avoid involvement in a real or apparent conflict of interest. The purpose of this report is to assist employees and their agencies in avoiding conflicts between official duties and private financial interests or affiliations. The information you provide will only be used for legitimate purposes, and will not be disclosed to any requesting person unless authorized by law. (See the Privacy Act Statement at the bottom of this page.) Please ensure that the information you provide is complete and accurate.
- When Must I File?** **New Entrants:** The report is due within 30 days of your assuming a position designated for filing, unless your agency requests the report earlier or your agency grants you a filing extension.  
**Annual Filers:** The report is due no later than February 15, unless your agency grants you a filing extension.
- What is the Reporting Period?** **New Entrants:** Report the required information for the 12 months preceding your filing of this form.  
**Annual Filers:** Report the required information for the preceding calendar year (January 1 – December 31).
- What if I Have Questions?** If you have any questions about how to complete this form, please contact your ethics official or go to the Office of Government Ethics web site at [www.usoge.gov](http://www.usoge.gov) and click on OGE 450 FAQs.

**PENALTIES**

Falsification of information or failure to file or report information required to be reported may subject you to disciplinary action by your employing agency or other authority. Knowing and willful falsification of information required to be reported may also subject you to criminal prosecution.

**Privacy Act Statement**

Title I of the Ethics in Government Act of 1978 (5 U.S.C. App.), Executive Order 12674 (as modified by Executive Order 12731), and 5 CFR Part 2634, Subpart I, of the Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this form is for review by Government officials of your agency, to determine compliance with applicable Federal conflict of interest laws and regulations. Additional disclosures of the information on this report may be made: (1) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (3) to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; (4) to the National Archives and Records Administration or the General Services Administration in records management inspections; (5) to the Office of Management and Budget during legislative coordination on private relief legislation; (6) to the Department of Justice or in certain legal proceedings when the disclosing agency, and employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; (7) to reviewing officials in a new office, department or agency when an employee transfers from one covered position to another, (8) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record, and (9) to contractors and other non-Government employees working for the Federal Government to accomplish a function related to an OGE Governmentwide system of records. This confidential report will not be disclosed to any requesting person unless authorized by law. See also the OGE/GOVT-2 executive branchwide Privacy Act system of records.

**Public Burden Information**

It is estimated that completing this form, including reviewing the instructions and gathering the data needed, takes an average of one hour. No person is required to respond to a collection of information unless it displays a currently valid OMB control number as printed in the top right-hand corner of the first page of this form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Director for Administration and Information Management, U.S. Office of Government Ethics, Suite 500, 1201 New York Avenue, NW, Washington, DC 20005-3917. Do not send your completed OGE Form 450 to this address.

OGE Form 450, 5 CFR Part 2634, Subpart I  
U.S. Office of Government Ethics (January 2007)  
(Replaces September 2002 edition)Form Approved  
OMB No. 3209-0006

Date Received by Agency

Page Number

**CONFIDENTIAL FINANCIAL DISCLOSURE REPORT**  
Executive Branch

Employee's Name ( <i>Print last, first, middle initial</i> )		E-mail Address	
Position/Title		Grade	
Agency		Branch/Unit and Address	
Work Phone	Reporting Status New Entrant <input type="checkbox"/> Annual <input type="checkbox"/>	If New Entrant, Date of Appointment to Position (mm/dd/yy)	
Check box if Special Government Employee (SGE) <input type="checkbox"/>	An SGE is an executive branch officer or employee who is retained, designated, appointed, or employed to perform temporary duties either on a full-time or intermittent basis, with or without compensation, for a period not to exceed 130 days during any consecutive 365-day period.		
If an SGE, Mailing Address ( <i>Number, Street, City, State, ZIP Code</i> )			

Step 1: Read the instructions for Parts I through V on the following pages.

Step 2: For each statement below, check Yes or No to describe your situation.

I. I have reportable assets or sources of income for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
II. I have reportable liabilities (debts) for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
III. I have reportable outside positions for myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IV. I have reportable agreements or arrangements for myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NOTE: Statement V is for <u>annual</u> filers only. It does not apply to new entrants and SGEs.		
V. I have reportable gifts or travel reimbursements for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Step 3: If you selected Yes for any statement, you must describe the reportable interests that you have in the corresponding Part (I, II, III, IV, or V) of the form.

Step 4: Sign and date the form.

Step 5: Submit the completed form to your ethics office.

**I certify that the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.**

Signature of Employee	Date (mm/dd/yy)
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**FOR REVIEWERS' USE ONLY:**

On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations, except as noted in the "comments" box below.	
Signature and Title of Supervisor/Other Intermediate Reviewer ( <i>if required by the agency</i> )	Date (mm/dd/yy)
E-mail Address	Phone Number
Signature and Title of Agency's Final Reviewing Official	Date (mm/dd/yy)
Comments of Reviewing Officials	
(Check box if continued on additional page <input type="checkbox"/> )	

<b>Employee's Name (Print last, first, middle initial)</b>	<b>Page Number</b>
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**Part I: Assets and Income**

<b>Report for Yourself, Spouse, and Dependent Child:</b> <ul style="list-style-type: none"> <li>Assets held for investment with a value greater than \$1,000 at the end of the reporting period OR assets held for investment which produced more than \$200 in income during the reporting period, including but not limited to: <ul style="list-style-type: none"> <li>Assets such as stocks, bonds, annuities, trust holdings, partnership interests, life insurance, investment real estate, or a privately-held trade or business</li> <li>Sector mutual funds: those funds invested in a particular industry, business, or location such as ABC Electronics Fund or XYZ Canada Fund (report the <u>full</u> name of the fund, not just the general family fund name)</li> <li>Holdings of retirement plans, such as 401(k)s or IRAs (list each holding except diversified mutual funds)</li> <li>Holdings of investment life insurance</li> <li>Holdings of variable annuities</li> <li>Defined benefit pension plans provided by a former employer (include the name of the employer)</li> </ul> </li> </ul>	<b>Do Not Report:</b> <ul style="list-style-type: none"> <li>Federal Government retirement benefits</li> <li>Thrift Savings Plan</li> <li>Certificates of deposit, savings or checking accounts</li> <li>Term life insurance</li> <li>Money market mutual funds and money market accounts</li> <li>Your personal residence, unless you rent it out</li> <li>Diversified mutual funds, such as ABC Equity Value Fund or XYZ Large Capital Fund</li> <li>U.S. Government Treasury bonds, bills, notes, and savings bonds</li> <li>Money owed to you, your spouse, or dependent child by a spouse, parent, sibling, or child</li> </ul>
<b>Also Report:</b> <ul style="list-style-type: none"> <li><b>For yourself:</b> (1) all sources of salary, fees, commissions, and other earned income greater than \$200, (2) honoraria greater than \$200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$200</li> <li><b>For your spouse:</b> (1) all sources of salary, fees, commissions, and other earned income greater than \$1,000, and (2) honoraria greater than \$200</li> </ul>	<b>Do Not Report:</b> <ul style="list-style-type: none"> <li>Dependent child's earned income</li> <li>Veterans' benefits</li> <li>Federal Government salary</li> <li>Social Security benefits</li> </ul>

**Important Definitions**

<b>Diversified Mutual Fund</b> – A mutual fund that does not have a stated policy of concentrating its investments in one industry, business, or single country other than the United States.
<b>Sector Mutual Fund</b> – A mutual fund that concentrates its investments in an industry, business, single country other than the United States, or bonds of a single state within the United States.
<b>Dependent Child</b> – A son, daughter, stepson or stepdaughter who is either unmarried and under age 21 and living in the filer's house, or considered dependent under the U.S. tax code.

**Reportable Information** – Go to the last page to see examples of how to report assets and income.

<b>Specific stock, bond, sector mutual fund, type/location of real estate, etc.</b> (Indicate the full name of each specific asset or investment. You may add the ticker symbol to the full name.) <b>Name of Employer or Business; Source of Fees, Commissions, or Honoraria</b> (Include brief description.) You may distinguish any entry for a family member by preceding it with S for spouse, DC for dependent child, or J for jointly held.	<b>No longer held</b>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>

OGE Form 450, 5 CFR Part 2634, Subpart I  
U.S. Office of Government Ethics (January 2007)  
(Replaces September 2002 edition)

Form Approved  
OMB No. 3209-0006

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**Part I: Assets and Income**  
**Continuation Page**

Specific stock, bond, sector mutual fund, type/location of real estate, etc. (Indicate the full name of each specific asset or investment. You may add the ticker symbol to the full name.) Name of Employer or Business; Source of Fees, Commissions, or Honoraria (Include brief description.) You may distinguish any entry for a family member by preceding it with S for spouse, DC for dependent child, or J for jointly held.	No longer held
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
13	<input type="checkbox"/>
14	<input type="checkbox"/>
15	<input type="checkbox"/>
16	<input type="checkbox"/>
17	<input type="checkbox"/>
18	<input type="checkbox"/>
19	<input type="checkbox"/>
20	<input type="checkbox"/>



<b>Employee's Name (Print last, first, middle initial)</b>	<b>Page Number</b>
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### Part II: Liabilities

<b>Report for Yourself, Spouse, and Dependent Child:</b>	<b>Do Not Report:</b>
<ul style="list-style-type: none"> <li>A liability over \$10,000 owed at any time during the reporting period, other than a loan from a financial institution or business entity granted on terms made available to the general public</li> <li>A loan over \$10,000 from an individual, such as a friend or a business associate</li> </ul>	<ul style="list-style-type: none"> <li>Any liability, such as a mortgage, a student loan, or a credit card account, from a financial institution or business entity granted on terms made available to the general public</li> <li>Loans secured by automobiles, household furniture, or appliances, unless the loan exceeds the purchase price of the item it secures</li> <li>Liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child</li> </ul>

**Reportable Information** – Go to the last page to see examples of how to report liabilities.

<b>Name of creditor (include city and state where creditor is located)</b>	<b>Type of liability (personal loan, margin account, etc.)</b>
1	
2	

### Part III: Outside Positions

<b>Report for Yourself:</b>	<b>Do Not Report:</b>
<ul style="list-style-type: none"> <li>All positions outside the U.S. Government held at any time during the reporting period, whether or not you were compensated and whether or not you currently hold that position. Positions include an officer, director, employee, trustee, general partner, proprietor, representative, executor, or consultant of any of the following: <ul style="list-style-type: none"> <li>Corporation, partnership, trust, or other business entity</li> <li>Non-profit or volunteer organization</li> <li>Educational institution</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Any position with a <ul style="list-style-type: none"> <li>Religious entity</li> <li>Social entity</li> <li>Fraternal entity</li> <li>Political entity</li> </ul> </li> <li>Any position held by your spouse or dependent child</li> <li>Any position that you hold as part of your official duties</li> </ul>

**Reportable Information** – Go to the last page to see examples of how to report outside positions.

<b>Organization (include city and state where organization is located)</b>	<b>Type of organization</b>	<b>Position</b>	<b>No longer held</b>
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>

OGE Form 450, 5 CFR Part 2634, Subpart I  
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#### Part IV: Agreements or Arrangements

<b>Report Your Agreements or Arrangements for:</b> <ul style="list-style-type: none"><li>Continuing participation in an employee pension or benefit plan maintained by a former employer</li><li>A leave of absence</li><li>Future employment, including date you accepted employment offer</li><li>Continuation of payment by a former employer (including severance payments)</li></ul>	<b>Do Not Report:</b> <ul style="list-style-type: none"><li>Any agreement or arrangement related to your employment by the Federal Government</li><li>Spouse's and dependent child's agreements or arrangements</li></ul>
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**Reportable Information** – Go to the last page to see examples of how to report agreements and arrangements.

Entity with which you have an agreement or arrangement (include city and state where entity is located)	Terms of Agreement or Arrangement
1	
2	
3	
4	

#### Part V: Gifts and Travel Reimbursements

Fill out this part only if you are filing an Annual Report. If you are a new entrant or an SGE, skip this part.

<b>Report for Yourself, Spouse, and Dependent Child:</b> <ul style="list-style-type: none"><li>Travel-related reimbursements (items such as lodging, transportation, and food) totaling more than \$305* from any one source during the reporting period; include where you traveled, the purpose, and date(s) of the trip</li><li>Any other gifts totaling more than \$305* from any one source during the reporting period</li></ul> <p>*If you received more than one gift from one source:</p> <ol style="list-style-type: none"><li>Determine the value of each item you received from that source</li><li>Ignore each item valued at \$122 or less</li><li>Add the value of those items valued at more than \$122; if the total is more than \$305, then you must list those items on this form</li></ol>	<b>Do Not Report:</b> <ul style="list-style-type: none"><li>Anything received from relatives, the U.S. Government, D.C., state, or local governments</li><li>Bequests and other forms of inheritance</li><li>Gifts and travel reimbursements given to your agency in connection with your official travel</li><li>Gifts of hospitality (food, lodging, entertainment) at the donor's residence or personal premises</li><li>Anything received by your spouse or dependent child totally independent of their relationship to you</li></ul>
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**Reportable Information** – Go to the last page to see examples of how to report gifts and travel reimbursements.

Source	Description
1	
2	
3	

**EXAMPLES****Part I: Assets and Income**

Specific stock, bond, sector mutual fund, type/location of real estate, etc. (Indicate the full name of each specific asset or investment. You may add the ticker symbol to the full name.) Name of Employer or Business; Source of Fees, Commissions, or Honoraria (Include brief description.) You may distinguish any entry for a family member by preceding it with S for spouse, DC for dependent child, or J for jointly held.	No longer held
XYZ Japan Fund (Example of sector mutual fund)	<input type="checkbox"/>
OGE Energy (Example of stock that produced more than \$200 in capital gains)	<input checked="" type="checkbox"/>
(S) OGC Communications (Example of stock held in a 401(k) plan)	<input type="checkbox"/>
ABC Healthcare Fund (Example of sector fund held in a variable annuity)	<input type="checkbox"/>
Rental Condo, Anchorage, AK (Example of investment real estate)	<input type="checkbox"/>
Bryggadune University – former employer	<input checked="" type="checkbox"/>
(S) Express Medical Clinic – employer	<input type="checkbox"/>
Association of Accountants – honoraria	<input type="checkbox"/>

**Part II: Liabilities**

Name of creditor (city and state)	Type of liability (personal loan, margin account, etc.)
John Jones (Denver, CO)	Personal loan from a friend
ANW Investment Company (San Francisco, CA)	Margin account

**Part III: Outside Positions**

Organization (city and state)	Type of organization	Position	No longer held
Bryggadune University (Memphis, TN)	Educational institution	Professor	<input checked="" type="checkbox"/>
ISK Family Trust (Boynton Beach, FL)	Family Trust	Trustee	<input type="checkbox"/>
Scenic Rivers Association (Nashville, TN)	Non-profit environmental organization	Member, Board of Directors	<input checked="" type="checkbox"/>

**Part IV: Agreements or Arrangements**

Entity with which you have an agreement or arrangement (include city and state where entity is located)	Terms of Agreement or Arrangement
Dee, Jones & Smith (San Diego, CA)	Will receive pension benefits (defined benefit plan) (Example of continuing participation in an employee pension or benefit plan by a former employer)
Hartford & Brown (San Diego, CA)	Employment agreement with Hartford & Brown. Starting work as attorney in July 2006. Entered into agreement in October 2005. (Example of agreement for future employment)

**Part V: Gifts and Travel Reimbursements**

Source	Description
Dee, Jones & Smith	Leather briefcase (Example of a gift totaling more than \$305 from one source)
CGH Culinary Institute	Airline ticket, hotel room, and meals incident to culinary seminar in Tokyo, Japan from May 1-5, 2006 (Example of travel reimbursement)

U.S. Office of Government Ethics  
OGE Optional Form 450-A (08/2005)

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## Confidential Certificate of No New Interests (Executive Branch)

In Lieu of Annual OGE Form 450

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This optional form is to be used **only** by current employees of the executive branch (other than special Government employees), in accordance with 5 CFR 2634.905(d). If you have a previous OGE Form 450 on file with your agency and can certify to all of the following statements, your agency may permit you to use this OGE Optional Form 450-A instead of filing an annual OGE Form 450. If you cannot certify to all of the following statements or otherwise do not wish to use this OGE Optional Form 450-A, you must complete a new OGE Form 450 as your annual report. Consult your agency ethics office for more information.

After examining a copy of my last confidential financial disclosure report (OGE Form 450), I certify to the following:

**A. No New Interests.** Since filing my last OGE Form 450:

1. I have no new reportable assets or sources of income, for myself, my spouse, or my dependent children;
2. I have no new reportable liabilities (debts), for myself, my spouse, or my dependent children;
3. I have no new reportable outside positions for myself;
4. I have no new reportable agreements or arrangements concerning future, current, or past non-Government employment for myself;
5. I have no new reportable gifts or travel reimbursements for myself, my spouse, or my dependent children.

(For a description of what interests are reportable, see OGE Form 450 and its accompanying instructions, and/or other agency guidance.)

**B. No Change in Position/Duties.** Since filing my last OGE Form 450, I have not changed jobs at my agency. (The term "changed jobs" includes a new position description or other significant change in duties.)

I certify that the above statements are true, complete, and correct, to the best of my knowledge.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Position/Title \_\_\_\_\_ E-mail Address \_\_\_\_\_

Agency/Unit and Address \_\_\_\_\_

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For Agency Use

Date Received by Agency:

Notes:

U.S. Office of Government Ethics  
OGE Optional Form 450-A (08/2005)

#### **Privacy Act Statement**

Pursuant to Title I of the Ethics in Government Act of 1978 (5 U.S.C. App.) and Executive Order 12674, (as modified by Executive Order 12731) the Office of Government Ethics regulations at 5 CFR Part 2634, Subpart I, permit the completion of this Certificate of No New Interests in lieu of an annual OGE Form 450, in appropriate cases.

The primary use of this form is for review by Government officials at your agency, to determine compliance with applicable Federal conflict of interest laws and regulations. Additional disclosures of this certificate may be made: (1) to a Federal, State, or local law enforcement agency, if the disclosing agency becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (3) to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; (4) to the National Archives and Records Administration or the General Services Administration in records management inspections; (5) to the Office of Management and Budget during legislative coordination on private relief legislation; (6) to the Department of Justice or in certain legal proceedings when the disclosing agency, an employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; (7) to reviewing officials in a new office, department or agency when an employee transfers from one covered position to another; (8) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record; and (9) to contractors and other non-Government employees working for the Federal Government to accomplish a function related to an OGE Governmentwide system of records. This Certificate of No New Interests is confidential. No member of the public shall have access to it, except as authorized by law.

#### **Penalties**

Falsification of this certificate may subject you to disciplinary action by your employing agency or other authority. Knowing and willful falsification of the certificate may also subject you to criminal prosecution.

28 AUG 2008

Executive Branch Personnel Confidential Financial  
Disclosure Reports

List of Billets Required to Submit OGE 450/OGE 450-A

Command Headquarters

Commanding Officer

Executive Officer

Manpower

Director, Manpower

Deputy Director, Manpower

Command Inspector General

Inspector General

Deputy Command Inspector General

Installation Security and Safety

Director, Installation Security and Safety

Deputy Director, Installation Security and Safety

Provost Marshal

Base Fire Chief

Supervisory Security Specialist

Commanding Officer, Base Brig

Business and Logistics Support Department

Director, Business and Logistics Support Department

Deputy Director, Business and Logistics Support Department

Head, IT Support Division

Base Food Service Officer

Head, Information Assurance Officer

Head, Supply Management

Head, Traffic Management

Operations and Training

Director, Operations and Training

Deputy Director, Operations and Training

Contracting Officer Representative

Installations and Environment

Director, Installations and Environment

Deputy Director, Installations and Environment

General Engineer, IDD (3)

Director, Family Housing

Director, Personnel Support Branch

Director, Facilities Management Branch

Director, Environmental Management Division

Manager, Admin and Finance Office  
ECON Branch Head  
Director Operations  
Project Manager (3)

Marine Corps Community Services

Director, MCCS  
Deputy Director, MCCS  
Chief Financial Officer  
Director, Review & Analysis  
Deputy Director, Retail  
Deputy Director, Finance  
Marketing Officer  
Divisional Sales Manager (3)  
Assistant Financial Manager  
Marketing & Community Services Officer  
Financial Management/Purchasing Officer

Comptroller

Comptroller  
Deputy Comptroller

Field Medical Training Battalion

Commanding Officer  
Executive Officer  
Fiscal/Supply Officer

Reserve Support Unit

Commanding Officer  
Executive Officer  
Supply/Fiscal Officer

Headquarters and Support Battalion

Commanding Officer  
Executive Officer  
Supply/Fiscal Officer

Weapons Training Battalion

Commanding Officer  
Logistics Officer

Marine Corps Nonappropriated Fund Audit Service

Auditor-in-Charge  
Audit Supervisor  
Senior Audit Chief